

GENERAL DEFINITION OF WORK:

Performs professional duties in proactively enhancing an effective human resources program. Areas of responsibility may include recruitment/selection, performance management and merit, benefit administration, employee relations, certification and licensure administration, annual staffing, and other generalist duties as assigned. The Generalist position may be for the School or Local Government divisions and the below duties may apply to a particular division but it is often common to perform those duties of the other division in the spirit of teamwork. Does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the development, implementation and administration of classification, compensation, training and personnel programs; assisting with recruitment and selection; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for aspects of recruiting and new hire processing.
- Responsible for administering aspects of the performance management and merit programs and processes.
- Responsible for event and activity coordination.
- Responsible for the processing of employee status changes in the system.
- Responsible for responding to all inquiries but not limited to: employee relations concerns, FMLA, FLSA, Title VII, ADA, policies, benefits and workers compensation questions.
- Responsible for monitoring and analyzing and recommending solutions to complex problems.
- Maintains a strong communication program for employees to include field visits, information disbursement and effective presentations.
- Conducts human resource related analyses and research and prepare related reports.
- Provides general assistance to the Director of Human Resources.
- Develops graphic presentations utilizing PowerPoint and other appropriate software technology.
- Performs computer functions on P.C. applications for development of meaningful spreadsheets, data analysis culminating in data driven recommendations.
- Develops and conducts new hire orientations; prints, sorts and assembles appropriate forms, handbooks, policies, information sheets, and other documents for insertion into orientation packets; obtains fingerprint records.
- Maintains and updates various personnel files/records; sets up new employee files; maintains manual files of employment applications, employee records, payroll data, and related documents; prepares updates, adjusts, and maintains supplemental contracts for employees.
- Attends and coordinates job fairs.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of Human Resources practices and employment laws, procedures, and general computer skills; thorough knowledge of departmental functions, organization and policies; comprehensive knowledge of business English and spelling; ability to establish harmonious working relationships with others; ability to work under pressure; ability to organize and perform work independently; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in personnel administration or related field and some human resources experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Required to be a Notary Public. Must pass a criminal background check and credit history check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____	Name_____
	Signature_____
Date_____	Supervisor_____
	Signature_____